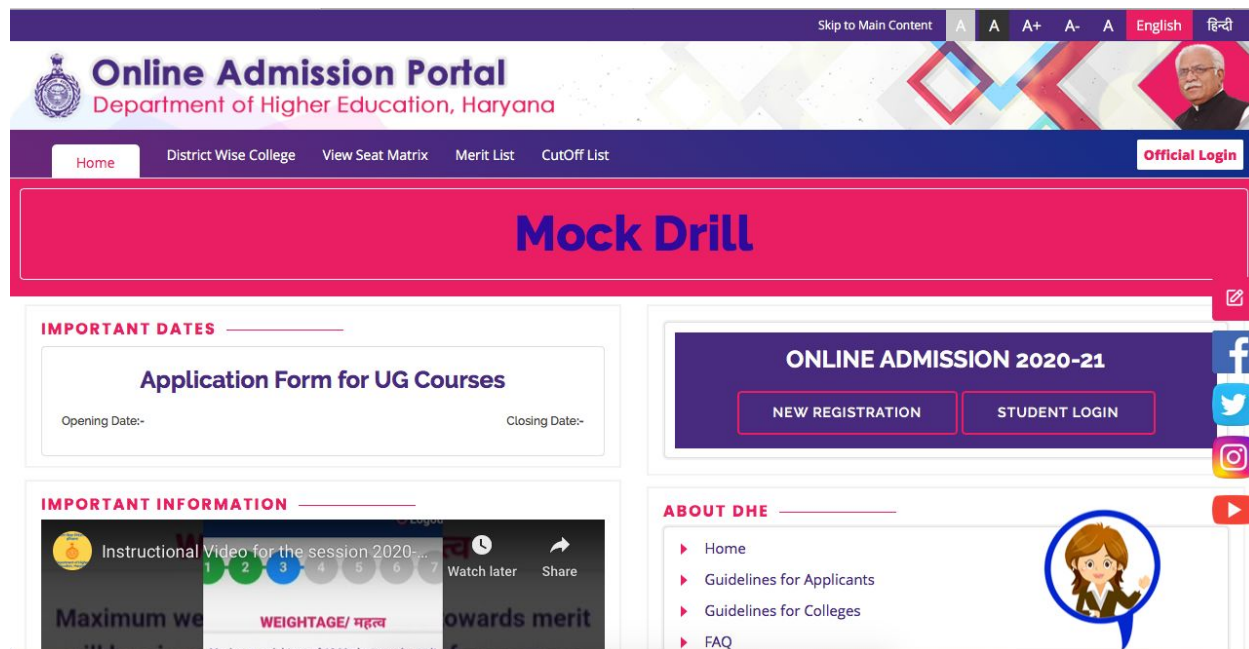


## Online Centralised Admission Process

The link for the website directly opens the Online Admission Portal for the Department of Higher Education, Haryana. Click on [dheadmissions.nic.in](http://dheadmissions.nic.in) to open the portal for registration and/or log in page to the admission form. The online portal shall direct the applicant to an integrated admission form, available to all who want to apply in any College/University of Haryana.

### Procedure:


FIGURE-1



1. Click on the “ **New Registration**” tab for a new registration, if you are a new user, as shown in **FIGURE-1**.


FIGURE-2

Skip to Main Content A A A+ A- A



## Online Admission Portal

Department of Higher Education, Haryana



Home
Login

### Candidate Details

हिन्दी English

10+2 Board/Equivalent Diploma *	Full Name *	10+2 Board/Equivalent Diploma Roll No *	Year of Passing*
<input type="text" value="--Please Select Board--"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2020"/>
<input type="button" value="Get Data"/>			

Gender*	Father's Name*	Mother's Name*	
<input type="text" value="-- Please Select Gender--"/>	<input type="text"/>	<input type="text"/>	
Mobile Number*	Email id*	Date of Birth *	Select your 10+2 stream*
<input type="text"/>	<input type="text"/>	<input type="text" value="Enter Date..."/>	<input type="text" value="Select"/>
OTP will be sent to this number.		(For Ex. DD/MM/YYYY)	
Reservation Category*	Caste Category*	Caste*	Nationality*
<input type="text" value="--Please Select Category--"/>	<input type="text" value="--Please Select Caste Category--"/>	<input type="text" value="--Please Select Caste--"/>	<input checked="" type="radio"/> Indian <input type="radio"/> Other

Department will use Aadhaar Card Details for Scholarship benefits

Aadhaar Card Number

I give my consent to share information related to my Aadhaar number for the purpose of applying for Undergraduate Counselling with the Department of Higher Education.

Are you a Residence/Domicile of Haryana?\*  Yes  No

Have you done 12th from Haryana?\*  Yes  No

Do you belong to any minority?\*  Yes  No

Are you a Kashmiri Migrant?\*  Yes  No

Do you have Voter ID Card?\*  Yes  No

I do hereby declare that all the information given above is true to the best of my knowledge and belief.

2. A web page containing the Online Registration Form will open, with “Candidate Details” on top, with a series of information required for the registration process of the admission, shown in FIGURE-2.

**NOTE:** The details of applicants shall be autofilled, who have completed their class 12th from CBSE and Haryana Board of Education. Others shall have to manually fill their details.

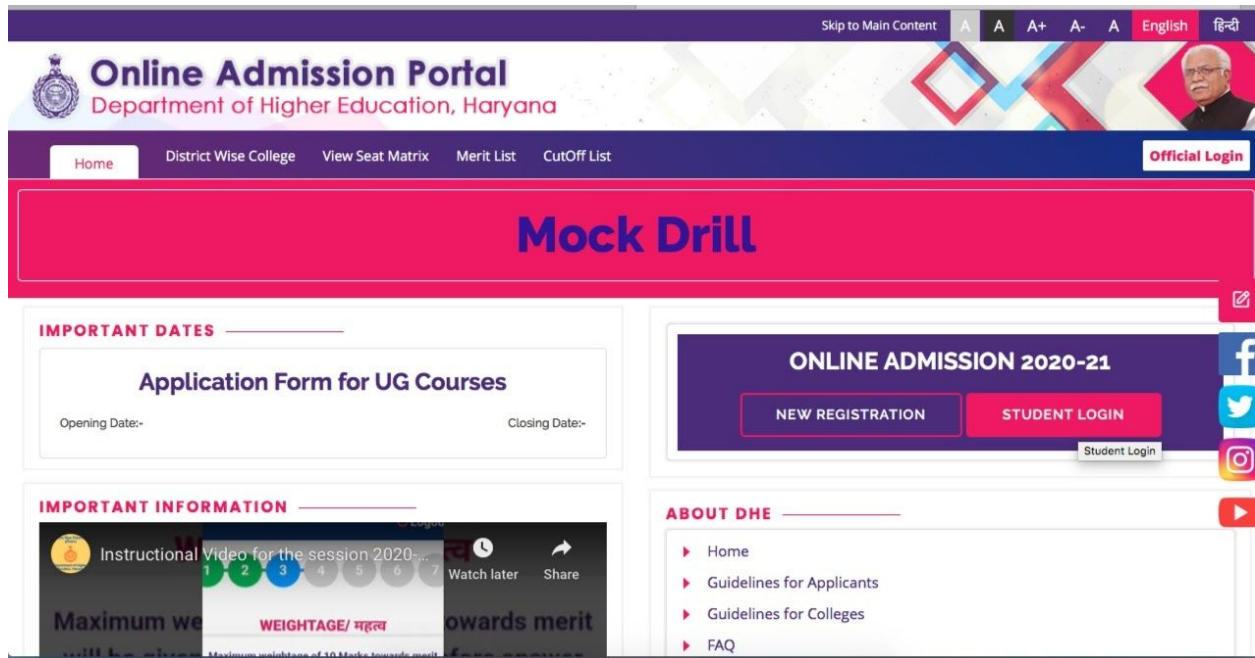
The applicants can register in either Hindi or English.

3. Fill all fields with the correct details. The fields marked (\*) are mandatory.

**NOTE: The mobile number shall be unique for every registration, which means that same mobile number cannot be used for registration for more than one admission form. The mobile number used for registration of one applicant shall remain exclusive to his/her admission form, only.**

4. Fill all the details in the given web page, and then click on “**REGISTER**”.
5. A pop-up dialogue box will appear on the web page to confirm that the applicant has registered successfully and shall contain the registration ID and password of the applicant. The registration ID shall be sent to the registered mobile number via an SMS also.  
**(Note the registration ID and password for future communication.)**

**FIGURE-3**



6. Click on the “**applicant Login**” tab to fill the complete admission form, as shown in **FIGURE-3**.

**FIGURE-4**


### Login to your account

#### Instructions

- **New Users:** Please click on "New Registration" button to register.
- **Already Registered Users:** Please enter Registration Number and Password; click on "Login" and continue.
- **Forgot Password:** Click on "Forgot Password" to generate new password
- **नये यूजर (New User):** "New Registration" बटन पर क्लिक कीजिये और फॉर्म अनुसार अपने बारे में ज़रूरी सूचना भरिये।
- यदि आप पहले ही पंजीकृत/registered हैं, तो अपना पंजीकरण नंबर और पासवर्ड दर्ज करें। "लॉग इन" बटन पर क्लिक करें।
- यदि आप अपना पासवर्ड भूल गए हैं, तो "Forgot Password" बटन पर क्लिक कीजिये।

Enter Registration No.

Enter Password

  
Refresh  
Input symbols

Forgot Your Password?

Sign In      New Registration

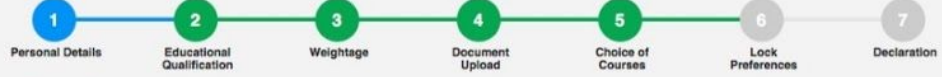
7. Login with the Registration ID as username, the password, and then the given captcha, as shown in **FIGURE-4**.

**FIGURE-5**



Registration Id: UA203020100014

Logout



## Personal Details/व्यक्तिगत विवरण

विद्यार्थी का पूरा नाम (Student's Full Name) *	पिता / पति का नाम (Father's Name) *	माता का नाम (Mother's Name) *	जन्म की तिथि (Date of Birth) *
VAISHNAVI	AJIT SINGH	KALPANA	15/07/2004
लिंग (Gender) *	आधार कार्ड संख्या (Aadhaar Number)	ईमेल आई डी (Email Id) *	मोबाइल नंबर (Mobile Number) *
Female	940480956400	kam@gmail.com	9888888888
वैवाहिक स्थिति (Marital Status) *	पिता का व्यवसाय (Father's Occupation) *	मां का व्यवसाय (Mother's Occupation) *	अभिभावक का नाम (Guardian's Name)
UnMarried	Farmer	Agricultural labour	

टेलीफोन नंबर (एस्टडी कोड के साथ) (Telephone No(with STD code))	अभिभावक मोबाइल नंबर (Parent/ Guardian's Mobile No)	अभिभावक ईमेल आई डी (Parent/ Guardian's Email Id)	रक्त समूह (Blood Group) *
			A+
धर्म (Religion) *	सभी स्रोतों से कुल घरेलू आय (Household Income from all Sources) *		
Hinduism	More than Rs 50,000 and less than or equal to Rs 1,00,000		

## स्थायी पता (Permanent Address)

ग्रामीण / शहरी (Rural/Urban) *	राज्य (State) *	जिला (District) *	नगर पालिका (Municipality) *
Urban	HARYANA	KARNAL	Karnal
घर का पता-1 (Street Address-1) *	घर का पता-2 (Street Address-2)	पिन कोड (Pin Code) *	
Test		134011	

क्या पत्राचार का पता स्थायी पते के समान है? (Is Correspondence Address same as Permanent Address?)

ग्रामीण / शहरी (Rural/Urban) *	राज्य (State) *	जिला (District) *	नगर पालिका (Municipality) *
Urban	HARYANA	KARNAL	Karnal
घर का पता-1 (Street Address-1) *	घर का पता-2 (Street Address-2)	पिन कोड (Pin Code) *	
Test		134011	
गैप ईयर (वर्षों की संख्या के संदर्भ में) यदि कोई हो (Gap Year (In terms of no. of years) If any)	क्या आपको एक छात्रवास की आवश्यकता है? (Do you need a hostel?)	परिवहन के साधन (Mode of Transport)	
0	Select	Select	

क्या आप गरीबी रेखा के निचे आते हैं? (Do you belong to BPL Category?)  Yes  No  
If yes please enter BPL card number.

क्या आपके पास पासपोर्ट है? (Do you have passport?)  Yes  No  
If yes please enter passport number.

क्या आपके पास ड्राइविंग लाइसेंस है? (Do you have Driving Licence?)  Yes  No  
If yes please enter licence number.

मैं शिक्षा ऋण के लिए आवेदन करना चाहता हूँ। (I wish to apply for education loan.)  Yes  No

मैं स्वेच्छा से व्यक्तिगत विकास, साहित्य महोत्सव, युवा महोत्सव आदि के लिए अतिरिक्त पाठ्यक्रम गतिविधियों में भाग लेने के लिए साइन-अप करता हूँ। (I willingly sign-up for participation in extra curricular activities for holistic personality development, Literature Festival, Youth Festival etc.)  Yes  No

मैं पोस्ट मैट्रिक छात्रवृत्ति कार्यक्रम के लिए नामांकन करना चाहता हूँ।  Yes  No

8. A dashboard with 7 tabs will appear on the web page after logging in, as shown in **FIGURE-5**.

9. Click on "**PERSONAL DETAILS**" to fill the same.

10. The details filled in the registration form will be pre-filled in the personal details section, and can be changed, if required\*.

**\* Any information or details can be changed before the final submission at any point of time, if necessary.**

11. After filling all the fields correctly the applicant shall click on the "**Save**" tab.

**FIGURE-6**

**Online Admission Portal**  
Department of Higher Education, Haryana

Registration Id: UA203020100014 Logout

1 Personal Details   2 Educational Qualification   3 Weightage   4 Document Upload   5 Choice of Courses   6 Lock Preferences   7 Declaration

### Educational Qualification

Your selected stream \* (Note:- Edit if your selected stream is not correctly displayed)

Commerce Edit

Exam Passed	Univ/Board	School/College	Roll no	Result Status	Passing Year	CGPA	Max. Marks	Marks obta/CGPA	Subject	Percentage
10th	Haryana Board of School Education	trtr	123	Pass	2018		500	347	ALL	69.4
12th	Haryana Board of School Education	GOVT SR S	302	Pass	2020		500	458	ALL	91.80
Select	Select	School Colle	Rollno	Select	Passing		Max	Marks Obt	Sub	Perce

### 12th Marks Detail

(The percentage towards merit will be computed by the system automatically by adding the weightage, if any.)

Subject	Marks Obtained	Maximum Marks
ENGLISH CORE	94	100
ACCOUNTANCY	95	100
HINDI CORE	93	100
BUSINESS STUDIES	93	100
MATHEMATICS	83	100

Save & Next

12. The tab for “**EDUCATIONAL QUALIFICATIONS**” will open directly, as shown in **FIGURE-6**.

13. The applicant shall fill their stream, that they selected in class 12.

14. He/She shall, then fill his/her results of class 10 and class 12.

**NOTE: If the applicant received grades in class 10, then he/she will fill his/her CGPA, instead of marks and percentage.**



15. The details shall be autofilled for the applicants who have pursued their class 12 from CBSE or Haryana Board of Education. In any other case, the students shall have to fill their details in the form.
16. The applicants who pursued Diploma, instead of class 12 can choose “12th or equivalent” in the drop down menu after class 10 details and fill the details, accordingly.
17. Click on “**SAVE AND NEXT**”, to get directed to the next tab, i.e. “**WEIGHTAGE DETAILS**” (FIGURE-7)

FIGURE-7

The screenshot shows a progress bar at the top with 7 steps: 1. Personal Details, 2. Educational Qualification, 3. Weightage (highlighted), 4. Document Upload, 5. Choice of Courses, 6. Lock Preferences, and 7. Declaration.

**WEIGHTAGE/ महत्व**

Maximum weightage of 10 Marks towards merit will be given to the students, therefore answer these questions very carefully.  
 मेरिट के प्रति 10 मार्क्स का अधिकतम वेटेज छात्रों को दिया जाएगा, इसलिए इन प्रश्नों का उत्तर बहुत ध्यान से दें।

एनसीईआरटी से राष्ट्रीय प्रतिभा पुरस्कार के प्राप्तकर्ता / Recipients of National Talent Award from the NCERT\*  Yes  No  
 (5 Marks)

a) एन.सी.सी कैडेट्स जिनके पास 'बी' प्रमाणपत्र है / N.C.C Cadets who possess the 'B' Certificate  Yes  No  
 OR  
 b) भारत के राष्ट्रपति द्वारा सम्मानित भारत स्कॉट्स एंड गाइड्स प्रमाणपत्र के धारक (केवल स्नातक पाठ्यक्रम में प्रवेश के लिए) / Holders of Bharat Scouts & Guides Certificate awarded by the President of India (for admission to under graduate course only).  
 OR  
 C) ग्रामीण पाठ्यक्रमों में प्रवेश के लिए खेल प्रमाण पत्र। / Sports Certificate for the Admission to UG Courses. \*  
 (5 Marks)

क्या आपने हरियाणा के एक ग्रामीण क्षेत्र से अपना 10 + 2/समतुल्य डिप्लोमा पास किया है  
 Have You Passed your 10+2/Equivalent Diploma from a Rural Area of Haryana\*  Yes  No  
 (5 Marks)

आरक्षण श्रेणी / Reservation Category\* जाति श्रेणी / Caste Category\* जाति / Caste\*  
 General General General

क्या आप हरियाणा के निवासी हैं? Are you a Residence/Domicile of Haryana?\*  Yes  No  
 क्या आपने हरियाणा से 12 वीं/समतुल्य डिप्लोमा की है? Have you done 12th/Equivalent Diploma from Haryana?\*  Yes  No  
 क्या आप कश्मीरी प्रवासी हैं? Are you a Kashmiri Migrant?\*  Yes  No

Save

18. This tab is important for the procedure of admission, as the fields will affect the weightage in the merit list.
19. The applicant can click on “YES” or “NO”, according to the options mentioned in the form, (See “**Weightage**” in the Joint Prospectus for further details).
20. Fill in the “**Reservation Category**”, “**Caste Category**” and “**Caste**” and the next series of questions.



21. He/she shall have to produce supporting documents if they apply for weightage/reservation under any given category.

**NOTE: The maximum weightage given to the applicants is 10%.**

22. Click on “**SAVE**”.

**FIGURE-8**

Document	Document Number	Upload/Verify
10th *	123	Choose File no file selected View (Only pdf/png/jpg/jpeg max size 300Kb)
Photo *		Choose File no file selected (jpeg/png max size 150Kb)
Signature *		Choose File no file selected (jpeg/png max size 50Kb)
Character Certificate/Last School Leaving Certificate*		Choose File no file selected View (Only pdf/png/jpg/jpeg max size 300Kb)

23. The tab for “**DOCUMENT UPLOAD**” shall open, as shown in **FIGURE-8**. The applicant shall have to upload all the required documents in this tab.

**Note: If the applicant has filled for, any of the categories in the “WEIGHTAGE” tab, then he/she shall have to upload a scanned copy of the original documents, as required.**

24. Follow the instructions mentioned in the web page, as shown in **FIGURE-8**, and upload scanned copies of the required documents, including the scanned copy of your original photograph and signature.

25. Click on “**Save and Next**” after uploading all the documents.

**FIGURE-9**

**Choice of Courses/कोर्स की पसंद**

Note:- Only those colleges/courses are visible to the student in which he/she is eligible according to the Gender, Stream chosen in qualifying exam and Marks obtained in the same  
Note:- The applicants are required to choose maximum number of subject combinations in order to maximize their chance of getting admission.

जिला (District) \*  
Select District

कॉलेज (College) \*  
[Dropdown]

कॉलेज कोर्स (College Course) \*  
[Dropdown]

कोर्स अनुभाग (Course Section) \*  
[Dropdown]

विषय संयोजन (Subject Combination) \*  
[Dropdown]

**+ Add To List**

District	College	Course	Section	Subject Combination	Total Fee (₹)
KARNAL	Guru Nanak Khalsa College, Karnal	Bachelor of Arts (B.A.)	Bachelor of Arts (B.A.)-Aided-I	English,Hindi,Mathematics,Economics	11380
KARNAL	Guru Nanak Khalsa College, Karnal	Bachelor of Commerce (B.Com)	Bachelor of Commerce (B.Com)-Aided-I	Bachelor of Commerce (B.Com)	12800

**> Next**

26. The next tab that opens will be “**CHOICE OF COURSES**”, as shown in **FIGURE-9**, in which the applicants can select the college of their preference and the best suited subject combinations for them.

27. Select the ‘District’, ‘College’, ‘College Course’ AND ‘Course Section’ (main subject). Finally select the subject combination provided by the college.

28. The applicant can click the tab “Add To List”, to add to the list of your choice of colleges and courses.

**NOTE: The applicants can apply in 5 Colleges, simultaneously and upto 5 different courses. There is no limit in choosing subject combinations (important for merit list).**

FIGURE-10

Online Admission Portal  
Department of Higher Education, Haryana

Registration Id: UA203020100014 Logout

1 Personal Details 2 Educational Qualification 3 Weightage 4 Document Upload 5 Choice of Courses 6 Lock Preferences 7 Declaration

Kindly sort the Colleges/Courses/Subjects in order of your preference

Preference Choice	College Name	Course Name	Subjects	Reorder
1	Guru Nanak Khalsa College, Karnal, KARNAL	Bachelor of Arts (B.A.)-Aided-I	English,Hindi,Mathematics,Economics	↑ ↓
2	Guru Nanak Khalsa College, Karnal, KARNAL	Bachelor of Commerce (B.Com)-Aided-I	Bachelor of Commerce (B.Com)	↑ ↓

Save & Next

29. The tab “**LOCK PREFERENCES**” shall appear, as shown in **FIGURE-10**.\

30. Here, the applicants can arrange all the courses they opted for in the order of their preferences.

31. After arranging in the order of their choice, click on “**Save and Next**”.

FIGURE-11



Registration No - UA203020100014

### Personal Information

Candidate Name	VAISHNAVI	Date of Birth	15/07/2004
Gender	Female	Blood Group	A+
Marital Status	UnMarried	Aadhaar No.	XXXXXXXX6400
e-mail	kam@gmail.com	Mobile No.	9888888888
Mother's Name	KALPANA	Father's / Husband's Name	AJIT SINGH
Mother Occupation	Agricultural labour	Father Occupation	Farmer
Permanent Address	Test , Karnal , KARNAL , HARYANA , 134011		
Correspondence Address	Test , Karnal , KARNAL , HARYANA , 134011		
Telephone No.	---	BPL Card No.	---

### Education Qualification

Stream : Commerce

Gap Year : --

Exam Passed	Univ /Board	School /College	Roll no	Result Status	Passing Year	Marks obta/CGPA	Max. Marks	Subjects	%age
10th	Haryana Board of School Education	trtr	123	Pass	2018	347	500	ALL	69.4
12th	Haryana Board of School Education	GOVT SR SEC SC HOOLI ADHOYA	3020100014	COMPARTMENT	2020	458	500	ALL	91.6

### Subject Wise Marks Detail of 12th

Subject Name	Marks Obtained	Maximum Marks
ACCOUNTANCY	95	100
HINDI CORE	93	100
BUSINESS STUDIES	93	100
MATHEMATICS	83	100
ENGLISH CORE	94	100

### Weightage Detail

1.	Recipients of National Talent Award from the NCERT	No
2.	N.C.C Cadets who possess the 'B' Certificate OR Holders of Bharat Scouts & Guides Certificate awarded by the President of India (for admission to under graduate course only) OR Sports Weightage for Admission to the UG Courses including Law 3-year.	No
3.	Have You Passed your 10+2 from a Rural Area of Haryana	No

### Reservation Detail

Reservation Category	General
Caste Category	General
Caste	General

32. The last tab "**DECLARATION**" shall include all the details filled in by the applicant, as shown in the **FIGURE-11**.
33. A declaration, at the end of the web page shall be present. Check the box on the left margin, before the declaration to complete the last step of filling the admission form.
34. Click on "**CONFIRM AND SUBMIT**", for the final submission of the form.

**NOTE:**

- **No changes can be made after Final Submission of the admission form.**
- **The admission fee has been waived off for the session 2020-21, but the tuition fee shall be charged during admission.**
- **All the uploaded documents shall be verified by the colleges at the time of admission.**